



The Commonwealth of Massachusetts  
Office of the Comptroller  
One Ashburton Place, Room 901  
Boston, Massachusetts 02108

MARTIN J. BENISON  
COMPTROLLER

February 5, 2007

«Company»  
Att. Accounts Receivable  
«Address»  
«Address\_2»  
«Address\_3»  
«City», «State\_zip\_country»

Dear Commonwealth of Massachusetts Vendor,

We have enlisted the services of SKR Recovery Auditing, LLC to review our Accounts Payable operation. As part of this service, we are requesting that our vendors furnish a **current** account statement or aging schedule. This schedule should detail all outstanding invoices and credit memo activity. Please include information such as Invoice Number, Invoice Date, and Invoice Amount, for all activity related to the Commonwealth of Massachusetts.

When forwarding information please include this letter along with a contact name and phone number. If you have any other associated business names or if your address has changed please indicate below along with your name and phone number. Statements should either be:

Faxed to the following number: (480) 287-8424

Or forwarded to the following address  
Auditor  
Attn. Commonwealth of Massachusetts  
P.O. Box 511  
Huntingdon Valley, Pa. 19006

Your cooperation is greatly appreciated and will help the Commonwealth of Massachusetts serve you better. Please respond as soon as possible, but no later than March 16, 2007 to minimize the need for subsequent follow-up. If you have any questions regarding this request, please contact Gerry O'Connell at (215) 914-2169 or by email at [MA@skr-recovery.com](mailto:MA@skr-recovery.com). We thank you in advance for your cooperation!

Sincerely,

*Martin J. Benison*

Martin J. Benison  
Comptroller of the Commonwealth of Massachusetts

\_\_\_\_\_  
Your Name (Please Print)

\_\_\_\_\_  
Your phone number

\_\_\_\_\_  
Your Fax Number

\_\_\_\_\_  
Your E-Mail Address

«Vendor\_MasterfileVendor\_Number»

- ☐ Schedule attached  
☐ No Outstanding Activity